*BY THE ORDER OF THE COMMANDER*

*MCCONNELL AIR FORCE BASE INSTRUCTION 10-102*

*1 OCTOBER 2001*

*Operations*

*OPERATIONAL AND LOGISTICS SCHEDULING*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 22 LSS/CC (Maj Charles E. Deckett)
Supersedes MAFBI 21-114, 30 November 00

Certified by: 22 LSS/CC (Maj Charles E. Deckett)
Pages: 9
Distribution: F

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This operating instruction clarifies wing policies for KC-135 operations (22 OSS) and maintenance (22 LSS) scheduling. It implements policies and procedures for these processes. It incorporates the 931st Air Refueling Group (931 ARG) into the Team McConnell process.

*SUMMARY OF REVISIONS*

**This document is substantially revised and must be completely reviewed.**

## 1. Concept of Operations:

1.1. Maximization of aircraft utilization. Operations will endeavor to maximize aircraft utilization to the greatest extent possible. This can be accomplished by using quick turns or engine running crew changes. The goal for average sortie duration is at least 4.0 hours.

1.2. Fuel Loads. The standard ramp fuel load will be 75,000 pounds. Once the flying schedule is published and the aircraft is loaded with the mission fuel load, operations will not ask maintenance to upload/download fuel unless the change is greater than or equal to 10,000 pounds. All fuel load changes to the current mission fuel load must be coordinated between operations and maintenance scheduling and the MOC. After normal duty hours, operations and maintenance scheduling and AGS supervision will coordinate directly with the MOC for any changes. Both parties will maintain cellular phones to permit rapid after hours communication.

1.3. Spare aircraft. Maintenance will schedule spare aircraft, as required, to ensure successful daily mission completion. Configuration of the spare(s) will be determined in close coordination with operations.

1.3.1. Determining Use of the Spare. After the next day's flying schedule is published (1600 normally), printed spares will be used for the highest priority missions and be released only by the 22 OG/CC or CD. When the need arises to use a spare, AGS supervision will up-channel the need to

use the spare to 22 LSS and 22 OSS through the MOC. The 22 OG/CC or OG/CD will make the determination to approve or disapprove the request for the spare aircraft based on both 22 ARW and 931 ARG sortie and/or crew priority. Maintenance will attempt to repair the broken aircraft to assume spare duty for the remainder of the day. Higher headquarters tasking, which require a hard spare aircraft, will be treated as a scheduled sortie. The fuel load for the spare aircraft will be 75,000 pounds or as directed.

1.4. Launch Sequence. To ensure aircraft meet the scheduled takeoff time the following sequence of events should be followed:

| EVENT: | TIMING |
|---|---|
| | |
| CREW READY | 2+15 |
| TRANS SHOW | 1+45 |
| CREW SHOW AT JET | 1+30 |
| ENGINE START | +25 |
| CREW READY (De-ice) | 2+30 (2+50 if in hangar) |
| TRANS SHOW (De-ice) | 2+45 (3+05 if in hangar) |
| CREW SHOW (De-ice) | 2+30 (2+50 if in hangar) |
| TOW FROM HANGAR | 2+10 |
| ENGINE START (De-ice) | 1+50 |
| TAXI TO DE-ICE PADS | 1+40 |
| START DE-ICE | 1+20 |
| DE-ICE COMPLETE | +20 |
| ENGINE START (De-ice) | +15 |
| TAXI | +10 |
| TAKE-OFF | ON TIME |

***NOTE 1 :*** REF: Operations group operating instruction 11-220, pg 3, para 1.7.2.1. De-icing pit show time is 1+20 hours prior to scheduled takeoff (once aircraft is de-iced they will taxi and takeoff regardless of scheduled t/o time).

***NOTE* 2: All times are "no later than" (NLT) times and can be increased at the discretion of the aircraft commander, if changed and coordinated with all agencies involved.**

**2. Annual Maintenance Planning Data:**

2.1. Projected Aircraft Availability (per AMCI 21-101): Estimated number of aircraft available by month. The following information will be used to develop this number.

Assigned aircraft

- PDM aircraft

- MOD/CFT aircraft
= TACC possessed aircraft
- Deployed aircraft (actual possession loss)
= McConnell LG POSSESSED aircraft
- Scheduled Maintenance Events (max 20%)
- Maintenance Training Fence (2 aircraft)
= Total Aircraft Available to Fly

2.1.1. Each year 22 OSS will provide 22 LSS the flying hour allocations (i.e. flying hours and estimated sorties and missions, in monthly increments).

2.1.2. Each year 22 LSS will provide 22 OSS aircraft available by month and any limiting factors that exist.

2.2. Aircraft Availability: (maintenance inspections/preparation)

2.2.1. Aircraft will be placed in maintenance status for pre-/post-TDY actions on all aircraft scheduled for TDYs more than five days, Operation NOTHERN WATCH, Operation SOUTHERN WATCH. Required maintenance down time is a minimum of one day, depending on status of aircraft.

2.2.2. Aircraft on Coronet missions: Estimate aircraft returns using the Scheduled Return Time (SRT), then allow a minimum of 24 hours following the SRT for maintenance recovery actions. These planning factors will be reflected in the weekly maintenance plan.

2.2.3. Generation Requirements: Only TACC tasked aircraft are allowed to be scheduled for landing/takeoff 12 hours prior or 12 hours after, generation exercises.

**3. Quarterly Scheduling:** 22 OSS provides operational requirements to 22 LSS NLT 25 days prior to the quarterly schedule being published. 22 LSS builds a quarterly plan reflecting both operational and maintenance requirements and evaluates it for impact on aircraft availability. It is based primarily upon the AMC horse blanket process and establishes the flying program for the quarter.

3.1. Quarterly Air Refueling Planning. Quarterly development requires establishment of launch and recovery blocks, sortie flow timing, etc., based on air refueling needs and higher headquarters commitments. 22 OSS will gather data from all concerned staff agencies (ARW, LG, OG, HQ AMC, and TACC) prior to attending the teleconference. 22 OSS and 22 LSS should participate in each quarterly teleconference. 931 ARG will mirror this process and coordinate their requirements with the 22 OSS and 22 LSS.

3.1.1. Using the annual flying hour allocation, 22 OSS and 931 ARG will provide 22 LSS and the air refueling squadrons with the following requirements:

3.1.1.1. Required flying hours and sorties in monthly increments. Additionally, 22 OSS will provide known/prospective goal/training days at least one month in advance.

3.1.1.2. Flying days in each month.

3.1.1.3. Known and projected TDY and special mission requirements.

3.1.1.4. 22 ARW quarterly training days will be scheduled for each fiscal year. In general,

these will be non-fly days for 22 OG missions except TACC taskings. 931 ARG should schedule missions that will be supported utilizing 931 AGS support to launch and recover these missions. 931 ARG will schedule the number of sorties per day commensurate with 931 AGS manning. 22 AGS and 931 AGS will make every effort to ensure all required preflights are done for the following day's missions. 22 ARW un-earned goal days will be treated the same as quarterly training days.

3.1.2. To support quarterly air refueling planning, 22 LSS will provide 22 OSS the estimated number of aircraft available by day, for the next quarter, not later than the 15th day of Mar, Jun, Sep, and Oct (i.e. Oct due date is for the Jan-Mar quarter): Reference the formula at para **2.1.** which has been incorporated into a monthly tail availability spreadsheet routinely provided by 22 LSS to 22 OSS wing scheduling.

3.1.3. Buying sorties. Once maintenance and operations have provided their inputs, the following planning factors will be used to actually buy sorties for the quarter. The 22 ARW and 931 ARG will jointly coordinate schedules to ensure mission tasking is equal to or less than 100% of the TACC-tasked level, and does not exceed 60% of the total aircraft available to the wing per the formula in para **3.1.4.** The 931 ARG will pre-coordinate sorties utilizing AFRC guidance.

3.1.4. The flying squadrons of the 22 ARW and 931 ARG will provide the following information to 22 OSS NLT the 15th day of Mar, Jun, Sep, and Dec:

3.1.4.1. Aircrew availability by day and by type.

3.1.4.2. Special requests (i.e., no fly days, particular sortie requirements, special training requirements, etc.).

3.1.4.3. 22 OSS and 931 ARG will NOT buy horse blanket sorties that takeoff or land inside the Bird Aircraft Strike Hazard (BASH) critical time periods, unless unavoidable due to higher headquarters direction and approved by 22 OG/CC.

3.1.4.4. The 931 ARG will provide a listing of their aircraft requirements by day for consolidation in the 22 ARW scheduling process.

3.2. Quarterly Operations Planning Data: This data is the primary tool for finalizing and coordinating all maintenance and operations activities. It serves as the formal operations and maintenance sortie contract.

3.2.1. No later than two weeks after the quarterly scheduling planning teleconference with AMC, 22 OSS and 931 ARG will provide the operations squadrons and 22 LSS any necessary adjustments or updates to the next quarter's operational requirements. As a minimum, the following information will be provided:

3.2.1.1. A copy of the horse blanket contract.

3.2.1.2. Updates to the AEF and Coronet schedule.

3.2.1.3. Known or anticipated TDYs and scheduled exercises.

3.2.1.4. Alert/standby requirements.

3.2.2. 22 LSS will provide to 22 OSS a confirmation of aircraft available to support the mission requirements. Aircraft limitations or shortfalls, by type, will be highlighted.

**4. Weekly Scheduling.** During weekly scheduling, all sorties are confirmed and a final plan presented to the 22 OG/LG commanders for approval.

4.1. 22 OSS and 931 ARG will provide a preliminary schedule (electronically in O.S.S.) to 22 LSS NLT Friday, two weeks prior to the executed week. 22 LSS will enter applicable tail numbers in the electronic O.S.S. schedule to support the flying schedule prior to the Monday prescheduling meeting.

4.1.1. 22 OSS and 931 ARG will provide a preliminary schedule (electronically in O.S.S.) to the operational squadrons NLT Wednesday, two weeks prior to the executed week. Operational squadrons will input special requirements into the electronic O.S.S. schedule to support the flying schedule such as crew qualification type and special aircraft configurations.

4.2. Normally operations and maintenance will conduct a prescheduling meeting on Monday (Friday or Tuesday if Monday is a holiday or Goal Day) of the week prior to the week being executed.

4.3. Scheduling Meeting. The scheduling meeting will be held on the Wednesday prior to the week being executed.

4.3.1. Attendees at the scheduling meeting will be:

4.3.1.1. 22 OG/CC or CD

4.3.1.2. 22 LG/CC or CD

4.3.1.3. 22 OSS/CC or DO

4.3.1.4. 22 OSS (execution scheduler)

4.3.1.5. 22 LSS (weekly scheduler)

4.3.1.6. 931 ARG

4.3.1.7. 18, 344, 349, 350, and 384 ARS representatives

4.3.1.8. 22 AGS/LGG

4.3.1.9. 22 LG/MOO or designee

4.3.2. 22LSS will summarize the aircraft availability by day, weekly commitment rate, depot/modification status, maintenance delays/deviations/cancels, and any additional information pertinent to the group.

4.3.3. 22 OSS will brief the following items:

4.3.3.1. Significant changes to the long-range schedule.

4.3.3.2. Sortie summary.

4.3.3.3. Flying Hour Summary

4.3.3.4. Training Percentage Summary

4.3.4. 931 ARG will brief slides similar to **4.3.3.3.** plus a slide on customer satisfaction, as appropriate.

4.3.5. The flying schedule will be updated with changes from the scheduling meeting NLT 1730 on the Wednesday prior to the week being executed.

4.4. Once the 22 OG/LG and 931 ARG commanders have approved the proposed schedule, it will be posted on the web (or printed and distributed if the web is down) to all users no later than 0800 on the Friday preceding the week being planned

**5. Daily Operations.**

5.1. Schedule Changes.

5.1.1. All schedule changes must be coordinated between 22 OSS scheduling/Executing Ops Scheduler (EOS) and maintenance scheduling. After normal duty hours, operations scheduling/ EOS will coordinate directly with the MOC or the MOC with operations scheduling/EOS. Changes will be coordinated with AGS supervision and maintenance scheduling.

5.1.2. Any additions to the daily schedule after it is printed/published (normally 1600 hrs each day) will be approved by the 22 OG/CC and 22 LG/CC (or 931 ARG/CC/CD or 18 ARS/DO and the 22 LG/CC).

5.1.3. After printing/publication of the daily flying schedule, all changes which affect maintenance, must be documented on an AF Form 2407 (per AFI 21-101). The MOC will do the documentation in coordination with 22 OSS and AGS supervision and ensure it is routed to the appropriate agencies. Items to be documented are:

5.1.3.1. Takeoff time changes

5.1.3.2. Landing time changes

5.1.3.3. Fuel load changes

5.1.3.4. Tail number changes

5.1.3.5. Cancellations

5.1.3.6. Additions

5.1.3.7. Configuration changes (load plan (MC-4) are coordinated between the mission boom and 22 AGS/LGGSV)

5.1.4. Reconciliation. Operations and maintenance will conduct reconciliation's to review the next day's flying schedule. Current day schedule reconciliation will be conducted between the EOS and the MOC.

5.2. Operations Daily Schedule Execution.

5.2.1. Command and Control Information Processing System (C2IPS).

5.2.1.1. 22 OSS and 931 ARG must load all sorties into C2IPS and make them available for monitoring NLT 24 hours prior to execution.

5.2.1.2. All air refueling squadrons will input crew type, aircraft commander's name, and SRT NLT 24 hours prior to execution.

5.2.1.3. Maintenance scheduling will load the aircraft tail number NLT 24 hours prior to execution.

5.2.2. 931 ARG will work available crewmembers into the schedule for local sorties with 22 OSS/ OSO coordination. Combined or rainbow crews can be used as needed, to accomplish the mission.

**6. De-icing Procedures Overview (see also base hazardous weather plan and MAFB OPLAN 718-00).**

6.1. During the months of Nov-Mar, the designated Executing Ops Scheduler in conjunction with the 22 AGS production super will daily:

6.1.1. Contact the 22 OSS/OSW to obtain the 24-hour weather forecast. Based upon that forecast the Executing Ops Scheduler and the AGS Pro-Super will decide if de-icing within that 24 hour time period may be required. They will make a recommendation to the LG/CC and OG/CC on hangaring of aircraft and implementation of the de-ice plan.

6.1.2. Formalize a schedule reconciliation meeting to establish de-icing and hangaring priorities, and propose changes in the flying schedule (i.e. crew show times, takeoff times, pit show times, de-icing priority, etc.) required in order to execute an "on-time" flying schedule (given a two-aircraft-per hour de-icing production capability) if de-icing is imminent. The Executing Ops Scheduler and a representative from 22 AGS, 22 LSS and 22 OSS scheduling, 22 CES, 22 LG/MOD and the 931 ARG will attend the "reconciliation" meetings.

***NOTE:*** The Executing Ops Scheduler/AGS Pro-Super will notify Command Post if he/she determines that icing conditions are imminent. Command Post will notify all appropriate agencies to include the LG/CC and OG/CC.

6.2. If the Executing Ops Scheduler determines that icing conditions are "imminent".

6.2.1. Ops scheduling will coordinate a proposed de-icing schedule with the 22 OG/CC and 22 LG/CC.

6.2.2. All applicable agencies will execute de-icing procedures IAW all applicable AF, MAJCOM, and MAFBI guidance.

6.2.3. The Executing Ops Scheduler will coordinate snow removal priorities with civil engineering. Special emphasis will be placed on parking locations and areas in front of "hangared" aircraft.

6.2.4. The Executing Ops Scheduler/AGS Pro-Super will inspect all scheduled aircraft NLT 30 Minutes prior to the first "legal for alert (LFA)" time in order to make any necessary priority or scheduling adjustments.

6.2.5. All applicable agencies will monitor and adjust aircraft taxi times to maximize utilization of available de-icing pits.

6.3. AGS Pro-Super will:

6.3.1. Advise the Executing Ops Scheduler in regards to probability of de-icing based upon a given forecast.

6.3.2. Advise the Executing Ops Scheduler in regard to hangaring availability and aircraft availability.

6.3.3. Advise the Executing Ops Scheduler in regards to de-icing pit time-lines needed in order to execute "on-time" takeoffs.

6.3.4. Ensure de-icing pits are ready to receive aircraft at least 30 minutes prior to the first scheduled pit time.

6.3.5. Notify the Executing Ops Scheduler of any operational or logistics shortfalls/LIMFACS that will reduce the likelihood of an "on-time" pit time or takeoff.

**7. 931st Aircrew Scheduling:**

7.1. The 931 ARG and its flying squadron, the 18 ARS, will schedule aircrews for duty in accordance with 931 ARG internal policies regarding aircrew availability and training requirements. Schedulers will have aircrew names input into OSS mission formats no later than 0800 on Wednesday morning prior to the start of the execution flying week. This allows aircrew assignments to be briefed and approved at the 931 ARG operations and scheduling meeting on Wednesday morning, and ensures that 931 ARG inputs are available to the 22 OSS for 22 ARW visibility and printing of the master schedule.

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## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*Terms*

**AFRC Standard—**This is a number established by the Air Force Reserve Command for sortie scheduling.

**CORONET—**An air refueling mission supporting fighter movement.

**Crew Ready—**Maintenance pre-flight is accomplished and exceptional release is signed 2 hours, 15 minutes prior to scheduled takeoff.

**Crew Ready (de-ice)—**Same as above but two hours 30 minutes prior to scheduled takeoff.

**Crew Show—**When the flight crew is at the jet in preparation for flight 1 hour 30 minutes prior to scheduled takeoff.

**Crew Show (de-ice)—**Same as above but 2 hours 30 minutes prior to scheduled takeoff.

**Engine Running Crew Change (ERCC)—**Engine running crew changes are sorties flown on an aircraft after the first major sortie of the day. An ERCC requires no maintenance, and at least one crewmember to remain on the aircraft while the crews are swapping out. All engines may be shut down, however; at least one APU must remain operating throughout the change.

**Engine Start—**When the first engine starts in preparation for takeoff. 25 minutes prior to scheduled takeoff.

**Full Stop Taxi Back (FSTB)—**Used for operational requirements use when crewmembers remain with the aircraft. Minimum ground time will be used to deplane personnel or pick up additional crew-members.

**Horse Blanket—**A product of Headquarters AMC's quarterly scheduling process. It includes a prioritization of air refueling requirements in order to make the best utilization of air refueling assets.

**Maintenance Withhold—**Maintenance withholds are those aircraft identified for maintenance events and are not made ready available to operations for flying activities for both the 22 ARW and 931 ARG.

**Quick Turn—**A quick turn is a second sortie on an aircraft that takes place within 12 hours of landing of the first sortie. To qualify, the aircraft may require general servicing and some minor maintenance. An aircraft requiring major maintenance (Code 3) does not qualify for a quick turn and must have a thru flight inspection accomplished. The minimum time on ground required for a quick turn is 4 hours for round dial aircraft and 4.5 hours for Pacer CRAG aircraft.

**Refuelable Tanker (RT)—**Refuelable tankers are those R-Model aircraft, which are capable of receiving as well as offloading fuel. Refuelable tankers will normally be scheduled to fly only RT sorties. They may be used in a straight tanker role if no other aircraft are available. Due to the amount of flying hours on these aircraft, transition should be kept to a minimum.

**Special Operations Air Refueling (SOAR)—**Classified training that includes communications, air refueling, and operations security procedures.

**Transportation Show—**Each Ops squadron is responsible for providing transportation for their crew members to the aircraft prior to launch and recovering those crew members after landing. Squadron transportation will depart for the aircraft 1 hour 45 minutes prior to scheduled takeoff.